



**U. S. DEPARTMENT OF NAVY  
HUMAN RESOURCES OFFICE - BAHRAIN  
VACANCY ANNOUNCEMENT  
MERIT PROMOTION PROGRAM**

**Resumes/CVs not received by the closing date will NOT receive consideration.  
FAILURE TO FOLLOW ALL INSTRUCTIONS WILL RESULT IN NON-CONSIDERATION OF YOUR APPLICATION.**

**ANNOUNCEMENT #:** NSA-12-066  
**POSITION:** SR Performance Assessment Representative  
**PP-SERIES-GRADE:** BG-1101-12  
**MONTHLY SALARY RANGE:** BD1162.800– BD1720.800  
**LOCATION:** PUBLIC WORKS DEPT, NAVFAC, NSA BAHRAIN

**OPENING DATE:** 15-JULY-2012  
**CLOSING DATE:** 25-JULY-2012  
**VACANCY:** 1  
**APPOINTMENT TYPE:** FULL TIME / PERM

**ABOUT THE JOB**

This position is located within the Facility Support Contract Management & Facility Services (FMFS) Branch of the Facility Engineering and Acquisition Division of Public Works, NAS Bahrain. The Senior Performance Assessment Representative (SPAR) develops plans to divide contract oversight tasks among designated PARS by reviewing records and reports prepared by accuracy, timeliness, completeness and compliance. The incumbent is responsible for analyzing performance assessment data, interpreting data in relation to contractual requirements and schedules; evaluating performance due to status, progress, and trends; indentifying efficiencies, deficiencies, and problems which may be used as a basis for action by the Contracting Officer. Knowledge of contract terms, provisions, and contract format, government cost estimating and application of time standards in order to arrive at contract costs, estimates, and man-hours of performance along with the ability to interpret and apply contract and engineering specifications, regulations, policy statements, and other similar guidelines is required for the person selected.. The incumbent must be able to communicate with all members of the acquisition team verbally and in writing to ensure uniform application of NAVAC policies.

**WHO MAY APPLY**

**Current BG Employees UIC 48848 ONLY**

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

- To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration. OPM Qualification Standard Guide for this position: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>
- Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- Please note: If you do not identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment your application will not be referred for consideration.
- Candidates are encouraged to ensure work experiences clearly show possession of knowledge of the subject matter pertinent to the position, the technical skills to successfully perform the duties of the position, and the ability to communicate both orally and in writing.
- It is HIGHLY recommended applicants take advantage of the CV Format provided at: [http://www.cnmc.navy.mil/navymc/groups/public/documents/document/cnmc\\_a282304.pdf](http://www.cnmc.navy.mil/navymc/groups/public/documents/document/cnmc_a282304.pdf).

Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES)  
Copy of SF-50 (Internal Applicants)

## CONDITIONS OF EMPLOYMENT

- ## HOW TO APPLY

- ## WHERE TO APPLY

Applications mailed in an official government envelope will not be considered.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

## WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. You will only be notified if you are selected for the position.

For more information on the application process please visit our website:

<http://auth.cnmc.navy.mil/Bahrain/About/Jobs/index.htm>